



800 Governors Drive
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www.doe.sd.gov

TO: Authorized Representatives
Local Agencies offering Special Milk Program only

FR: Sandra Kangas, Office Administrator
Child & Adult Nutrition Services

DT: July 2013

RE: Application/Agreement packet for Special Milk Program

This letter is about the Special Milk Program. In order to receive federal funds for milk served, a local agency must have an approved application and agreement on file with Child & Adult Nutrition Services (CANS). The application for child nutrition programs can be accessed on the CANS website <http://www.doe.sd.gov/cans/smp.aspx>. If you cannot access the web, call the CANS office at 605-773-3413 and we will fax or mail an agreement packet with the instructions to you. Applications cover the period October 1 – September 30.

School Food Authorities (SFAs) must use the appropriate attachments and application for free milk (B3), if applicable. Parts 4 and 6 (Agreement and Policy Statement) reflect the program requirements. Applications for free milk are available in multiple languages on the USDA website. By signing Part 1, the agency agrees to abide by the new agreements and policy statement.

Please understand this is a very busy time and personnel are apt to be on the telephone. You can leave a message on the voice mail. Be assured your call will be returned as soon as possible. Staff may also be contacted through electronic mail.

The application packet can be submitted to CANS at any time with deadline being August 31. It is acceptable to submit a paper copy or to submit it electronically if your agency has a policy allowing use of electronic signatures.

The agency must submit one combined application (Part 1) with information for all of the various programs it operates. This includes Child & Adult Care Food Program (CACFP), National School Lunch & Breakfast Programs (NSLP & SBP), and Summer Food Service Program (SFSP). The person signing Part 1 should be the chief administrative officer authorized to enter into agreements. It is acceptable for that person to designate others to be the "authorized representative" for individual program(s) to receive mailings and correspond with this office.

Part 2 gathers agency-level information for the National School Lunch Program

Part 3 gathers site-level information for the National School Lunch Program. If there are separate buildings, multiple copies of part 3 should be submitted. If all attendance centers are in one building, then one copy of Part 3 can be submitted with the appropriate information checked.

Information on the Programs will be provided in email notices, in the Nutrition Bulletin, and will be posted on the CANS website. USDA policy memos can be found at <http://www.fns.usda.gov/fns/regulations.htm>. State numbered memos are available on the CANS website in the appropriate program section at <http://www.doe.sd.gov/cans/>.

The civil rights statement is included below. We will send posters when we get them from USDA. A poster should be prominently displayed so they are accessible for the patrons (children and/or parents). Note that the first six protected bases (race, color, national origin, age, disability, and sex) are the six protected bases for applicants and recipients of the Child Nutrition Programs. The new statement says:

Child and Adult Nutrition Services - DOE
Website: <http://www.doe.sd.gov/cans/>
This institution is an equal opportunity provider

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

As stated above, all protected bases do not apply to all programs, "the first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for applicants and recipients of the Child Nutrition Programs."

Reviews, now called Administrative Reviews, are conducted on a three-year cycle. Follow-up and Additional Administrative Reviews will occur as needed.

Changes to the application, agreement, or personnel during the year should be submitted in writing by the authorized representative. Summer Food Service Program (SFSP) and Seamless Summer Option (SSO) information will be mailed out in the spring to be completed and returned for approval at that time. Agencies are required to complete the additional agreement information. Marking the programs on Part 1 alone does not qualify the agency for the program.

Record Retention - All Programs: All records must be kept on file for three (3) years past the current year, unless the local agency requires longer retention. This includes Part 1. In addition,

- If an audit on those records is in process, the records must be kept on file until the audit is complete and closed. If the local agency has a policy to retain records for a longer period of time, that is acceptable.
- Parts 2 & 3 should be updated as needed and kept on file for three years past the year an update is provided.
- Parts 4 & 6 should be kept on file permanently or until further notice. The prior versions should be kept for three years past the year that it was renewed.

Child & Adult Nutrition Services staff must approve contracts with meal vendors and food service management companies (FSMC). The contracts must meet federal contract standards as well as state law, where applicable. Contact CANS for assistance with these.

Reimbursement rates for the program year and claim forms will be provided separately and from the CANS website. The claim for July, due in August, will be the first of the year to be submitted on the new form. The June claim, due in July, is still part of the prior year. New reimbursement rates are usually announced in mid-July.

This is a notification of the Catalog of Federal Domestic Assistance (CFDA) numbers. CPA firms who conduct the annual audit need this information for the programs they audit. They are as follows:
Special Milk Program (SMP) 10.556

Page 3 is designed for you to pull and post for ready access to due dates and CANS contact information.

Child & Adult Nutrition Services contact information

Website: <http://www.doe.sd.gov/cans/>

Child & Adult Nutrition Services – SD Department of Education

800 Governors Drive; Pierre SD 57501-2294

Website: <http://www.doe.sd.gov/cans/>

Questions about applications and program operation can be referred to the respective Child and Adult Nutrition Services or Finance and Management staff members at 605-773-3413. Direct numbers are also provided.

Child & Adult Nutrition Services - DOE

fax: 605-773-6846

Cherree Watterson cherree.watterson@state.sd.us	605-773-3610	School meal and school milk programs questions regarding agreements, operating procedures, PLE tool, meal counts, free & reduced price applications, meal patterns, wellness policies, special provisions, technical assistance, training, verification
Jason Person jason.person@state.sd.us	605-773-6026	
Vacant	605-773-6157	
Rob Ingalls Rob.ingalls@state.sd.us	605-773-2977	Fresh Fruit & Vegetable Program
Julie McCord julie.mccord@state.sd.us	605-773-3110	Summer Food Service applications and procedures, TEFAP
Melissa Halling melissa.halling@state.sd.us	605-280-2696	Child and Adult Care Food Program questions regarding agreement, meal benefit applications, and operating procedures
vacant	605-773-4718	Team Nutrition, HealthierUS School Challenge (HUSSC)
Mark Moen mark.moen@state.sd.us	605-773-4769	Processing contracts, donated food, commodity orders and receipts, NOI, CSFP
Pam McCown pam.mccown@state.sd.us	605-773-4353	Commodity orders and receipts, processed commodities
Shar Venjohn shar.venjohn@state.sd.us	605-773-3413	Additional program application sections, refer questions to specialists
Sandra Kangas sandra.kangas@state.sd.us	605-773-4746	General program questions, food service management company contracts

Office of Finance and Management - DOE

fax: 605-773-6139

Phyllis Tomkiewicz phyllis.tomkiewicz@state.sd.us	605-773-3456	Financial statements, special provisions, audits, budgets, exceptions
Laurie Schumacher laurie.schumacher@state.sd.us	605-773-3349	Claims for reimbursement, revised claims

Claim due dates: When the due date falls on a weekend or holiday, the claim is due the following business day.

Claim Month:	Due Date	(60 days) Final Deadline	(90 days) Upward Revisions Due
July	Aug 10	Sept 29	Oct 29
August	Sep 10	Oct 30	Nov 29
September	Oct 10	Nov 29	Dec 29
October	Nov 10	Dec 30	Jan 29
November	Dec 10	Jan 29	Feb 28
December	Jan 10	Mar 1**	Mar 31**
January	Feb 10	Apr 1**	May 1**
February	Mar 10	Apr 29	May 29
March	Apr 10	May 30	Jun 29
April	May 10	Jun 29	Jul 29
May	Jun 10	Jul 30	Aug 29
June	Jul 10	Aug 29	Sep 28

**during a leap year, the due date is one day earlier